Applications are now being accepted for an Ice Arena Specialist for Campus Recreation at the University of Illinois at Urbana-Champaign. The Ice Arena Specialist is a valuable member of the Campus Recreation team of professionals who provide recreational opportunities to a community of over 40,000 students and 10,000 faculty/staff of the University of Illinois at Urbana-Champaign. This position reports directly to the Ice Arena Associate and will serve as a member of the University of Illinois Ice Arena management, directing key aspects of operations, including programming, retail sales, special events and marketing.

We are seeking individuals with diverse backgrounds who can help create foster communities that strive toward the mission of providing “A place for everyone.” This includes supporting the academic mission of the University by developing environments conducive to student learning and academic success, respecting, appreciating and advocating for the diversity of our student population, and supporting the holistic development of all our students. The diversity of our campus student population includes over 44,000 students: 5% African-American, 8% Latino/a, 14% Asian-American, 13% Native American, 2% Multiracial and 22% International.

DUTIES AND RESPONSIBILITIES:

1. Administer Campus Recreation Ice Arena programs including Learn-to-Skate program, Freestyle Sessions, Kinesiology courses, Sr. Rec Hockey League, UI Open Rec/Intramural Hockey; Rat Hockey, and Stick & Puck.
   a. Establish policies and procedures for all programs.
   b. Research and recommend program fees to Associate Director of Financial Operations.
   c. Supervise student skating coordinators, student skating instructors, hockey officials and scorekeepers including hiring, scheduling, training and evaluation.
      i. Follow all Campus Recreation and University personnel policies.
      ii. Utilize a student development focus in supervision practices.
   d. Serve as Liaison with Kinesiology Graduate Assistant ensuring classes meet Campus Recreation guidelines
   e. Serve Liaison with US Figure Skating Association and USA Hockey. Enforce agency policies within skating programs.
   f. Research trends and make recommendations about the strategic direction of programs.
   g. Administer Hockey leagues: oversee registration and league schedule.
   h. Coordinate skating test sessions following USFS policies and procedures.
   i. Work with Ice Arena Associate and Event Reservations Coordinator to schedule sufficient ice time for ice arena programs.
2. Direct ice arena events including hockey games, public skates and private groups with up to 2000 attendees.
a. Oversee group events including 100+ birthday parties and other private parties for the ice arena. Coordinate event scheduling, promotion and purchasing of supplies. Establish packages and pricing.
b. Provide leadership to staff during events including public skates and hockey games. Serve as the Ice Arena Authority during these events.
c. Organize, plan and execute annual skating shows.

3. Develop marketing and promotion efforts focused on ice arena programs and events; in conjunction with the marketing department implement these efforts which may include print information, website design and social media outreach.

4. As directed by Campus Recreation marketing, act in a public relations capacity for the Ice Arena and its programs, which could include ad campaigns, speaking engagements, tours, etc.

5. Oversee purchasing and sales for the Center Ice Café and Pro-Shop.
   a. Research trends in concession and pro-shop sales; implement new items and promotions to maintain or exceed current revenues.
   b. Follow University and department purchasing procedures and policies.
   c. Direct purchasing including inventorying and ordering of all supplies and materials.

6. Assist Ice Arena Associate with evaluations and promotions of (non-skating programs) student employees by providing feedback on performance and abilities.

7. Edit and evaluate all rules, regulations and policies required in the operation of the Ice Arena and its programs.

8. Be knowledgeable about computer-related program/resources (PSO/CSI) for program registration, I-card readers, databases and internal/external communications.

9. Track and Compile information and data in conjunction with monthly, mid-year and yearly reports. Including, but not limited to, Federal Work Study information, diverse student hires, and space usage and allocation. Utilize information to develop policies, procedures and strategic goals for Event Reservations for Campus Recreation.

10. Participate in the development of programs, departmental objectives and long-range planning, by preforming research, providing recommendations and implementing plans as appropriate.

11. Assist with evening, weekend and break coverage as needed.

12. Serve on Department and/or University committees as assigned

13. Design and implement special projects that support the overall mission of Campus Recreation.

MINIMUM EDUCATION AND WORK EXPERIENCE:
Master’s Degree with June 2016 degree date or earlier. One year of experience with events or program planning.

ADDITIONAL PREFERRED EDUCATION AND WORK EXPERIENCE:

1. Master’s Degree in Recreation, Sports, Facility Management, Applied Health Sciences or Familiarity with Ice Arena operations or Skating Programming.
2. Previous experience supervising staff, including hiring, training and evaluation.
3. Strong written and verbal skills and an ability to establish and maintain effective working relationships with other employees, faculty, staff, students and community patrons.
4. The ability to determine the needs at the Ice Arena and make sound field judgments to ensure that a reasonable level of safety is achieved.
5. The ability to manage multiple priorities and meet deadlines.
6. Prior experience working with students including those with vision, hearing, and physical disabilities
7. Strong commitment to diversity and developing a comprehensive understanding of the needs of diverse student and user groups.

This is a full-time, 12-month position. Salary is commensurate with experience, and includes an excellent benefits package. The start date is as soon as possible after the close date or negotiable.

For full consideration, create your candidate profile at http://jobs.illinois.edu and upload a cover letter, resume and contact information for three professional references by April 17, 2016. Please contact a staff member of Campus Recreation at dcr-humanresources@illinois.edu with any questions you may have.

The University of Illinois conducts criminal background checks on all job candidates upon acceptance of a contingent offer.

Illinois is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sex, sexual orientation, gender identity, age, status as a protected veteran, status as a qualified individual with a disability, or criminal conviction history. Illinois welcomes individuals with diverse backgrounds, experiences, and ideas who embrace and value diversity and inclusivity. (www.inclusiveillinois.illinois.edu).